



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
LOS ANGELES COUNTY HISTORICAL  
LANDMARKS AND RECORDS COMMISSION  
KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 372  
LOS ANGELES, CA 90012**

**Friday, July 12, 2013**

**9:30 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (13-3424)

**Attachments:** [AUDIO](#)

Present: Chairman Louis Skelton, Commissioner Yolanda Duarte-White  
and Commissioner Elysha Paluszek

Excused: Vice Chairman Stephen Sass and Commissioner Ivy Sun

Call to Order (13-3319)

**The meeting was called to order by Chairman Skelton at 9:38 a.m. and noted the lack of a quorum. Commissioner Duarte-White joined the meeting at 10:14 a.m. establishing a quorum.**

## I. ADMINISTRATIVE MATTERS

1. Approval of the April 12, 2013 Minutes (13-3320)

**On motion of Commissioner Yolanda Duarte White, seconded by Commissioner Elysha Paluszek and unanimously carried, the minutes were approved.**

**Attachments:** SUPPORTING DOCUMENT

2. Review and approval of the draft correspondence addressed to the Executive Officer requesting the development of the Historical Landmark and Records Commission's Website. (13-3324)

**The Commission reviewed and discussed the draft letter from the Commission to Sachi Hamai, Executive Officer, Board of Supervisors, requesting the development of a devoted website for the Historical Landmark and Records Commission, to disseminate information related**

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**to the Commission. Following a review and discussion, by common consent, the letter was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

## **II. RECOMMENDATION**

3. Recommendation: Receive and file correspondence from the Office of Historic Preservation.
  - Listings considered for Nomination on May 1, 2013 and on the National Register of Historic Places:
    - California Air and Space Museum/Sketch Foundation
    - Leona Valley Schoolhouse
    - Markham Place
    - Rubel Castle
    - Southern California Sanitarium
    - St. Elizabeth of Hungary Catholic Church
    - Stratthmore Apartments
  - Special Resources Study
    - San Gabriel Watershed and Mountain (13-3321)

**This item was continued to the October 11, 2013 meeting.**

**Attachments:**    [CA Air & Space Museum](#)  
[Leona Valley Schoolhouse](#)  
[Markham Place](#)  
[Rubel Castle](#)  
[Southern California Sanitarium Historic District](#)  
[St. Elizabeth of Hungary Catholic Church](#)  
[Stratthmore Apartments](#)  
[San Gabriel Watershed and Mountain Study](#)

## **III. PRESENTATION**

4. Presentation and update on the new records management program that was recently transferred from the Chief Executive Office (CEO) to the Registrar-Recorder.

Ex-Officio Member Portia Sanders  
Registrar-Recorder/County Clerk (13-3323)

**Jeffrey Pransky, Administrative Assistant I, Los Angeles County Registrar-Recorder/County Clerk (RR/CC), began the Records Management and Archives Program PowerPoint presentation by reporting the program's**

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history dating back to 1963 when the Chief Administrative Office (CAO) determined that there was a need for the County to have a centralized records management program; subsequently a recommendation was made to the Board of Supervisors. Mr. Pransky stated that very little was done following the recommendation until 2008 when the Chief Executive Office (CEO) (formerly CAO) executed a one-year agreement with Deloitte Financial Advisory Services LLP (Deloitte) to assist the County in a full implementation of the County's Records Management Program.

In April 2013 the Board of Supervisors approved the updated ordinance to the County Code to reflect the transfer of the County's Records Management Program from the CEO to RR/CC. Since the transfer, RR/CC has researched State codes, legislation, best practices, contacted record management associations/affiliations, and compiled a list of comparatives of modern programs and resources from local governments and a northern state to assist in creating a valid plan.

In addition, Mr. Pransky reported that the County has 36 Departments that have developed their own records management guidelines and schedules over the last fifty (50) years. RR/CC will coordinate/coalesce the different record management methods that were put in place by the various departments. Additionally, RR/CC had to define what a "record" is; a "record" applies to all records maintained in County offices and storage areas including electronic systems and storage devices. The examples of "non-records" that can be disposed-off at any time include a duplication of an official copy, working papers, notes in draft versions, stocks of publications, blank forms, specific email, reference or exhibition material and material that is not required to be retained.

Ernie Gomez, Election Programs Coordinator, RR/CC, reported that the outcome of the research conducted by RR/CC has helped in the development of two types of unified retention schedules for the County Departments. The first type is a General Records Retention Schedule (GRRS) which applies to all County Departments, and the second type is a Department Records Retention Schedule (DRRS) which is exclusively for the records that are for a single Department. He further stated that by the end of July 2013 every County Department will have a records management coordinator that will be trained to oversee the implementation of the Countywide program. A pilot program will be initiated at RR/CC, while records management, training, and archives information will be referenced on the Records Management & Archives intranet website. RR/CC is working with a company called Compliance Solution that will help the County digitize its documents and provide a unique coding method that will indicate the retention period at the time the document is being digitized.

Mr. Gomez also indicated that RR/CC is conducting a nationwide search for an archivist that is knowledgeable of current technologies and can provide guidance and assistance with historical research related to the County. He continued by providing an overview of the Vision and Mission Statements, and the Program's short-term and long-term goals. Mr. Gomez further stated that the method of storing documents is a key concern because some of the historical documents are stored on floppy disks and diskettes that currently have no readers to retrieve the information. Additionally, the microfilming is becoming obsolete.

During a brief discussion following the presentation, Chairman Skelton recommended the creation of a revenue stream by charging for services provided. He suggested the use of the mini version of the program called Zone Information Map Access System (ZIMAS) that is currently being used by the City of Los Angeles. ZIMAS can index and list items that are not digitized and inform the public where the record information that they are searching for is located and how it can be accessed. ZIMAS will be a useful tool that the public can use to obtain historical documents.

Chairman Skelton thanked the guest speakers and enthusiastically expressed his delight to finally see that the project is moving forward.

Attachments:    [SUPPORTING DOCUMENT](#)

#### **IV. REPORTS**

5. Chairman Skelton's Report for the meeting of July 12, 2013. (13-3325)

**There was no chairman's report given.**

6. Staff Report for the meeting of July 12, 2013. (13-3326)

**There was no staff report given.**

#### **V. MISCELLANEOUS**

##### **Matters Not Posted**

7. Matters not posted on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or

where the need to take action came to the attention of the Commission subsequent to the posting of the agenda. (13-3327)

**There were no matters presented for a future agenda.**

**Public Comment**

8. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (13-3328)

**There were no members of the public present to address the Commission.**

**Adjournment**

9. Adjournment of the meeting of July 12, 2013. (13-3329)

**There being no further business, Chairman Skelton adjourned the meeting of July 12, 2013 at 10:25 a.m.**